

HUMMERSKNOTT: Remote Education Plan for Students & Parents/Carers

Remote Teaching on TEAMS when whole year group/whole school is learning from home:

1. Students taught through TEAMS for the duration of self-isolation.
2. Class registers taken by teachers to ensure all students are present in that online lesson. Absence to lessons, will be followed up by the Attendance Team daily.
3. Students are to follow their normal school day timetable and will be taught these 5 lessons per day.
4. Timings for these lessons have been amended to reduce lessons to 45 minutes to account for the required staff movement across the Academy – so follow the new timing below:

KEY STAGE 3	
Period 1	9.15am – 10.00am
Period 2	10.20am – 11.05am
	LUNCH
Period 3	12.15pm – 1.00pm
Period 4	1.25pm – 2.10pm
Period 5	2.25pm – 3.10pm

KEY STAGE 4	
Period 1	9.15am – 10.00am
Period 2	10.20am – 11.05am
Period 3	11.20am – 12.05pm
	LUNCH
Period 4	1.25pm – 2.10pm
Period 5	2.25pm – 3.10pm

5. Teachers will set up their lessons on TEAMS and will send students an email invitation, using the school email system, to attend that lesson. All email contact MUST be carried out through the school email system, no personal emails can be used. Invitations may only arrive 5-10 minutes before that specific lesson.
6. Students are to join their TEAMS lessons with their camera switched off and their microphone muted.
7. Login details for teams are the students email address so for example z16d.aa@hummersknott.org.uk and their normal network password.
8. Video help:
You will need to be logged in to Office 365 for the link to work.
Video 1: Assignments:
<https://web.microsoftstream.com/video/4a80f96a-31c7-4a0a-90ac-fab8d3ec86db>
Video 2: Live Lesson Meeting:
<https://web.microsoftstream.com/video/ac369016-239e-4b7b-8d84-d7cd77f5e66d>
9. IT issues must be emailed immediately to IT Helpdesk: helpdesk@hummersknott.org.uk to be picked up staff in school, to ensure they are resolved as quickly as possible.